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MINUTES OF GEOGRAPHIC AREA STAFF MEETING, 16 AUGUST 1954.

PRESENT:

[REDACTED]

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1. [REDACTED] asked what was done about [REDACTED] letter regarding maps for the War Room at [REDACTED] said that nothing has been completed to date, but Mr. Brown will get in touch with Col. Hopkins and see about selecting suitable maps.

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2. [REDACTED] commented on his receipt of a letter from Admiral Espey requesting [REDACTED]'s services as a lecturer on photo intelligence. [REDACTED] agreed to the request, and [REDACTED] will answer the letter.

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3. [REDACTED] asked what had been done about the memorandum from [REDACTED] regarding map accessions lists [REDACTED]. [REDACTED] reported that he had taken care of the matter.

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4. [REDACTED] commented that the use of dial 9 telephone calls has been excessive in the Agency. During June the average was 20 such calls per person for the month. Gross misuses should be stopped, otherwise most of these telephones will be removed.

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5. [REDACTED] commented on recent problems involving clearance of outside personnel and excessive demands for assistance from outside personnel. Extreme care should be taken to ascertain clearance and to avoid undue demands on the time of Geographic Area personnel.

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6. [REDACTED] discussed the problem of filling vacancies. During the last six months the rate of turn-over for professional personnel in ORR was 12%. The rate in the Geographic Area was much lower than in the Economic and Coordination Areas. In ORR it is thought that the major problem is to raise the level of management. All of our people should know clearly what they are supposed to do. The supervisors must be people-centered rather than production-centered.

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[REDACTED] commented that he thought some other areas had developed serious problems due to bringing in outside people at top levels.

[REDACTED] stated that another problem is lack of horizontal and vertical communication, a problem that senior personnel continually have to face and try to overcome. [REDACTED] said that many people drop out during the long period of processing and said that we should definitely keep in touch with them during this waiting period so that they have informal contact for questions about the status of their application. [REDACTED] mentioned that it is now possible to bring people in on provisional clearance for unclassified projects. It was decided that the Map Library will set up an unclassified map cataloging project and that a job on provisional clearance will be offered to people now in process. [REDACTED] commented that it is possible to get travel authorization for recruitment purposes, subject to the approval of the Personnel Office. [REDACTED] suggested that the Area

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- deliberately overencumber by three geographers, with these people being relatively flexible so that they might be assigned to any of the divisions. [REDACTED] suggested that [REDACTED] set up this procedure. It was suggested that [REDACTED] might choose these people, subject to the approval of the other division chiefs.
- 25X1A9a 7. [REDACTED] commented that either he or [REDACTED] will give a 40-minute briefing on the Geographic Area to the Clark Committee and that early in September the Committee will be taken on a tour of D/GC and D/GL, maybe one hour each.
- 25X1A9a 8. [REDACTED] reported that [REDACTED] is no longer PPO at [REDACTED] having been succeeded by [REDACTED]
- 25X1A9a 9. [REDACTED] mentioned that a new Soviet atlas has been reported and that he has ordered 20 copies, if it is not the already available Geografichiskiy atlas.
- 25X1A9a 10. [REDACTED] reported that D/GL is reviewing the problem of long term loans, and that they probably will try to use gift copies whenever possible, rather than making long term loans.
- 25X1A9a 11. [REDACTED] reported that [REDACTED] and [REDACTED] have completed their work at D/GL.
- 25X1A9a 12. [REDACTED] mentioned that it is reported that some people keep safe combinations in their desks and that this is a security violation.
- 25X1A9a 13. [REDACTED] reported that his paper for the DD/I on photo intelligence subcommittees has been written and is now being typed.
- 25X1A9a 14. [REDACTED] mentioned that overtime requests should bear the same classification as that of any projects mentioned on it.
- 25X1A9a 15. [REDACTED] brought up the problem of having the charge desk at D/GL receive notification of all reassignments of personnel in the Geographic Area, if the reassignment affects the individual's responsibility for loans from D/GL. This would apply to transfers to another branch, to transfers outside the Geographic Area, and to individuals going on overseas assignments.

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- 25X1A9a \* 16. [REDACTED] reported that the DCI has requested a survey of vulnerabilities of the Soviet Bloc. The deadline for delivery of material to the AD/RR is c.o.b. 24 August. (NOTE: deadline changed to c.o.b. 26 August.) [REDACTED] will direct this survey of weaknesses. 25X1A9a The weaknesses will be reported in two paragraphs each.
- 25X1A9a \* 17. [REDACTED] reported that he will meet tomorrow morning with [REDACTED] to discuss the merging of graphics units. He commented also that 160 graphics items had already been requested for graphics support for the Clark Committee briefings.
- 25X1A9a \* 18. [REDACTED] said that this month he had received copies of the branch monthly reports from D/GG and that in the future he would like to receive on a regular basis the branch reports from the other Geographic divisions.

OCh/G/RR:HGR:jmd

Distribution:

- 1 - D/GP
- 1 - D/GC
- 1 - D/GL
- 1 - D/GG

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